

Rhode Island Community Planning Group for HIV Prevention Minutes

Date: December 9, 2004

Time: 4:30-8:30 PM (scheduled)

Place: DATA Training Room, Providence, RI

Present: Elisa Delbonis, Deborah Davis, Lucille Minuto, Susanna Rhodes, Jeremy Giller, J. Philip Kane, Annie Silvia, Jenn Steinfeld, Lorraine Kaul, Patricia Threats, Donna Williams, Elsa Larson, Chris Butler

Elisa called the meeting to order at 4:45 PM. Objectives for the meeting were reviewed. Members were presented with certificates and gifts of appreciation. Lorraine thanked the group for their dedication and accomplishments for the past year's work and requested feedback on the evaluations to help plan for the future work of CPG. Elsa Larson and Chris Butler were introduced.

Subcommittee/Task Force Update

Jenn reported on the REACH/program committee. The calendar of courses and trainings is complete and draft copies were distributed. HIV 101 is available to anyone in the group or community who needs to take it to pass the pretest for the CTR training. The next REACH meeting is about the needs assessment meeting and will take place on Tuesday 12/21 at 10AM. They meet the third Tuesday of each month.

Deb D reported on the Empowerment Committee work. They are working on a re-commitment form for current members to complete before they come to the end of their term if they are interested in continuing.

Philip reported on the MSM Task Force work. They are trying to get together a community discussion/town meeting forum to solicit input from the community regarding opinions about prevention. The next meeting will be Thursday 12/16 at 9 AM.

Vinnie reported on the IDU Task Force work. She shared responses to the Chinese delegate's participation at the last meeting. The next meeting date needs to be set.

Donna reported on the Women's Task Force work. The next meeting will be in January. Lucille passed along a message from Nancy Libby Fisher, the HEALTH-RI Women's Health Program coordinator. She would be willing to serve on the committee and support them in their activities. Dee Dee stated that she would get in touch with Nancy about the next meeting.

Red Ribbon Rally - Clarendon

Susanna reported on the success of the RRR despite weather implications. The group viewed video clips from channel 6 and 12 news coverage and shared their responses to it. There was additional media coverage in the Pawtucket Times, radio announcements and advanced press media advisory. Suggestions were made that PSA might be made a month in advance next year and that CPG should

anticipate requests for interviews so they can be better prepared. Susanna noted that the group should decide on establishing their own theme or using the national theme for next year's RRR.

February 28th Conference

Lorraine posted all the issues that needed to be decided about the annual conference. Elisa started the discussion and Lorraine and Lucille continued the discussion about the logistics of the annual conference when Elisa had to leave for another commitment.

Mailings

Save the Date postcards will be developed by Clarendon and delivered to Health by 1/5 for mailing. Clarendon needs all information about the conference by 1/10 to develop invitations for mailing by 1/28. HEALTH-RI will do the conference mailing. Another invitation will be developed for the reception. This invitation will go to stakeholders, legislators, executive directors, award recipients and their families.

Conference Fee

The group decided that a \$20 fee would be charged for the conference with scholarships available for those who need them.

Conference Format

The format for the afternoon will be Keynote address over lunch, and 2 identical sessions running back to back with the same 4 workshops representing the 4 priority populations. The workshops will consist of a panel presentation and discussion facilitated by a CPG member. Panel facilitators will be MSM-Philip, IDU-Vinnie, Women-Donna, and Youth-to be decided Lorraine suggested that Elisa might want to do it as Acting, Co-Chair for Youth. It was also suggested that Elisa might not want to be tied down to a workshop.

Speakers

Anyone having ideas about possible speakers should send them to Jenn as soon as possible. Donna, Jenn, Vinnie, Lucille and Phil volunteered to participate on the Events Planning Committee. They will be meeting 12/15 at 9:00 AM at Sojourner House on Smith Street.

Reception and Awards

A reception will follow the workshop from 5:30-7:30 honoring the *Unsung Heroes* with awards. CPG members should send their nominations to Lorraine by 1/10. They will be voted on at the next CPG meeting on 1/13. Criteria for the nominations are as follows:

- cannot be CPG members,
- doing work from their heart,
- unrecognized for their contributions,
- performs above the call of duty, HIV related work,
- not a previous CPG award recipient.

Award Nominations

Nominations should include name, address, phone, priority population, and reason for nominating including type of service, nature of work, connection to priority population, and CPG member's involvement with the nominee. There will be 5 awards representing MSM, Women, IDU, Youth and an open category for non-specific populations.

Conference Goal and Objectives

The **goal** of the annual conference is to promote CPG and their work by

- informing the community about prevention and the group's activities,
- providing networking opportunity and
- recruitment.

Vendor Tables

The possibility of vendor tables was discussed and Lorraine will investigate the logistics of table space and cost with Marriott. Donna and Vinnie will help organize vendors if they are deemed feasible. It was decided that for-profit vendors would be required to pay a fee for the table; if tables are going to be part of this event. The vendors would be available during the reception.

Pharmaceutical Company Support

There is the possibility that a drug company may provide financial assistance for the event. Elisa has been working on this with Abbott. Jenn will check with DATA on a commitment by 12/15 if Data can be the pass through for the pharmaceutical company support since a state agency cannot accept these funds. DATA Board needs to vote on this.

Entertainment

It was decided that there would not be live entertainment during the reception. The group suggested background music in the form of Jazz CDs. They felt this idea was reasonable and affordable.

Old Business

Annie announced that RFPs will be signed this month and Health will announce awards to vendors in January.

New Business

Chris Butler reported that the hotline will be out of existence after 12/31/04. Referrals will be routed to the national hotline number. He is working with the phone company on having an information recording on the present number once it is shut down.

The next CPG meeting will be January 13th at 4:00 PM at DATA.

Review of Meeting Objectives

The group was in agreement that the meeting objectives as stated at the opening were met. Evaluation forms were completed.